

IMPORTANT EXHIBITOR TIPS AND REMINDERS

****PLEASE READ THIS ENTIRE INFORMATION SHEET AND SHARE THESE REMINDERS WITH ALL STAFF WHO WILL BE MANNING YOUR BOOTH****

- **Booth Package** (included with your booth purchase/registration):
 - 8' Draped Back Wall
 - 3' Draped Side Rail
 - (1) 6' Draped Table
 - (2) Chairs
 - (1) Waste Basket w/ Liner
 - (1) 7" x 44" ID Sign
- **Official Decorator:** Convention Services of the Southwest, Inc. (CSS) has been contracted to provide resources and services for the show (e.g. additional/different furnishings for your booth, labor for setting up your booth, material handling for shipments being sent to the show, etc.). You will find everything you need to order through the CSS online ordering system or in the Exhibitor Service Kit.
 - **On-Line Ordering** is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact CSS at esr@cssabq.com or (505) 243-9889 to obtain one.
 - **Shipments / Drayage (Material Handling):**
 - **Shipping** is the movement of freight from one city to the next (i.e. shipping items to the show or warehouse by the Exhibitor). Exhibitors may use any carrier or their choice for shipping.
 - **Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
 - **Drayage (Material Handling)** includes receiving the shipment, storing the shipment delivering to the booth, storing the empty containers if needed during the show, moving the pieces from the booth to the loading dock and loading on to the designated outbound carrier at the end of the show. Additional information on Material Handling is available in the Exhibitor Service Kit or from CSS.
 - CSS will receive shipments at the advanced warehouse between *DATES*, and at the exhibit facility beginning *DATE*. Shipments arriving outside of these dates may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.
- **Electrical, Internet, AV, Lead Scanning:**
 - Power and dedicated Internet access or wireless access may be ordered by following the directions on the proper forms in the online Exhibitor Kit, although these services are provided by the convention center, not CSS.
 - Forms for ordering AV services are also included in the exhibitor kit, although these services are provided by *COMPANY*.
- **Assistance:** Please do not hesitate to contact is if you need help or just have a question. We want you to have a successful show. We are very grateful for your support, and we are anticipating another very successful AISES conference.
 - **Prior to the Show:**
 - AISES personnel can help with conference, speaker, etc. information: conference@aises.org or (720) 552-6123 option 5
 - CSS can provide assistance with or answer questions about the Exhibitor Service Kit ordering:
Lorie Wrobel
Email: esr@cssabq.com
Phone: (505) 243-9889
 - **On-Site Help:**
 - AISES personnel will be available on site to help you from October 3rd through the end of the conference. You may reach us at the on-site AISES information booth located at the registration desks.
 - CSS will also have a service desk in the exhibit hall to answer questions as you are moving in and out if you have reserved booth space. Other service providers will also have representatives present.



1921 Bellamah NW
Albuquerque, NM 87104
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www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

2018 AISES NATIONAL CONFERENCE

Cox Convention Center

Oklahoma City, Oklahoma

Thursday, October 4 – Saturday, October 6, 2018

Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 8.625% in Oklahoma City, Oklahoma**. Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Oklahoma. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

Email: esr@cssabq.com
1921 Bellamah Ave. NW
Albuquerque, NM 87104
Phone: (505) 243-9889
Fax: (505) 243-8197

Or visit us on the World Wide Web at <http://www.cssabq.com>.



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2018 AISES National Conference

EXHIBIT HALL

Exhibitor Move-In:	Thursday, October 4, 2018	7:00AM – 5:00PM
Show Date:	Friday, October 5, 2018	9:00AM – 5:00PM
Exhibitor Move-Out:	Friday, October 5, 2018	5:00PM – 6:00PM (<i>Exhibitor Feedback Session</i>)
	Friday, October 5, 2018	6:00PM – 9:30PM

MARKETPLACE

Vendor Move-In:	Thursday, October 4, 2018	8:00AM – 12:00 noon
Show Date(s):	Thursday, October 4, 2018	12:00 noon – 5:00PM
	Friday, October 5, 2018	10:00AM – 6:00PM
	Saturday, October 6, 2018	10:00AM – 5:30PM
Vendor Move-Out:	Saturday, October 6, 2018	5:30PM

Outside freight carriers must be checked in by:

Friday, October 05, 2018 @ 8:00PM

All materials must be packed with bill(s) of lading turned in to **CSS** by:

Friday, October 05, 2018 @ 9:30PM

SHOW LOCATION:	Cox Convention Center	Exhibit Hall	Oklahoma City, Oklahoma
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STANDARD BOOTH PACKAGE: (Included with booth purchase)	EXHIBIT HALL – 10' x 10' 8' Green/White Draped Back Wall 3' Green Draped Side Rail (1) 6' Green Draped Table (2) Molded Plastic Chairs (1) Waste Basket w/ Liner (1) 7" x 44" ID Sign	MARKETPLACE – 10' x 10' 8' Green/White Draped Back Wall 3' Green Draped Side Rail (2) 8' Green Draped Tables (2) Molded Plastic Chairs (1) Waste Basket w/ Liner (1) 7" x 44" ID Sign
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The exhibit hall **IS NOT** carpeted.

Aisle Carpet is **Safari**.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, September 03, 2018
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, September 03, 2018
Last date to receive certificate of insurance for EAC:	Monday, September 03, 2018
Advance Orders and Payment Deadline:	Thursday, September 13, 2018
Last date freight can arrive at the advance warehouse:	Monday, October 01, 2018
First date for direct shipments to facility:	Thursday, October 04, 2018

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday 7:00AM – 3:00PM

Monday, September 3 – Monday, October 1, 2018

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
AISES 2018
c/o **CSS**
YRC Oklahoma City – 531
8000 SW 15th Street
Oklahoma City, OK 73128

FIRST DAY FOR DIRECT FREIGHT

Thursday, October 4, 2018 – 8:00AM – 5:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
AISES 2018
Cox Convention Center
Exhibit Hall
1 Myriad Gardens
Oklahoma City, OK 73102



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show. (There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)**

Account #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--	--

Card Verification # (3 or 4 Digit Code on Card):

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Cardholder Signature

Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
<i>Forms/Information included but ordered from a different location</i>	
Electrical	XXXXXXXX
Internet	XXXXXXXX
Catering/Food Services	XXXXXXXX
Audio Visual	XXXXXXXX
Lead Retrieval	XXXXXXXX
Estimated Total (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.
This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

To obtain the advance pricing, full payment must be included with your order. Orders received after the advance payment deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by **CSS**.

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
 - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
 - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
 - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Thursday, September 13, 2018**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)*
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order on-line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the order price to cover labor involved.

Please notify your company representative whom will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

CSS will present show site invoices to third parties for payment of services rendered to exhibitors, provided the following conditions are met:

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Thursday, September 13, 2018**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site**.
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

☐

Furniture/Carpet

☐

Booth Cleaning

☐

Material Handling

☐

Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: AISES 2018	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)			
Quantity	Description	Advance Price	Standard Price
	4' x 2' draped table	121	157
	6' x 2' draped table	133	173
	8' x 2' draped table	163	212
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4' x 2' draped counter	133	173
	6' x 2' draped counter	163	212
	8' x 2' draped counter	194	253
	30"D x 40"H spandex round highboy	163	212
UNDRAPED DISPLAY TABLES - 30" HIGH			
	4' x 2' wood table	79	102
	6' x 2' wood table	85	111
	8' x 2' wood table	97	126
	Round conference table (circle choice) 36"D Black 36" D White 40"D Grey	210	252
UNDRAPED DISPLAY COUNTERS - 40" HIGH			
	4' x 2' wood counter	85	111
	6' x 2' wood counter	103	134
	8' x 2' wood counter	114	149
	Round conference counter (circle choice) 36"D Black 36" D White 40"D Grey	225	270
TABLE SKIRTING (choose skirt color below)			
	4th side table drape 30"	55	66
	4th side table drape 40"	64	76
	Individual table skirt 30"	66	79
	Individual table skirt 40"	76	91
SPECIAL DRAPERY (6' minimum) (choose drape color below)			
	3' high drapery/linear ft.	12	16
	8' high drapery/linear ft.	19	25
	3' upright w/ 1/2 base	15	18
	8' upright w/ full base	20	25
	Crossbar	20	25
STANDARD FURNITURE AND ACCESSORIES			
	Grey Molded Plastic Chair	61	79
	Padded Side Chair	82	106
	Padded Arm Chair	89	116
	Upholstered Bar Stool with Back	100	130
	Bag Rack (circle choice) "T" waterfall	56	68
	Literature Rack (circle choice) flat accordion	132	158
	Aluminum Easel	26	32
	iPad Stand	150	180
	Wastebasket with Liner	18	22
	Fishbowl	25	30
	4' x 8' Board* Peg Board or Poster Board (circle choices) Horizontal or Vertical	150	195
	36" x 48" Double Sided Magnetic Whiteboard	150	195
	4' x 7"H Table Riser (draped in vinyl)	56	67
	6' x 7"H Table Riser (draped in vinyl)	73	88
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	368	Contact for Quote

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle choice)					SPANDEX COLOR CHOICES (please circle choice)		
Blue	Gold	Teal	Beige	Hunter Green	Red	Black	Blue
Black	White	Peach	Orange	Terra-Cotta	White	Teal	Silver
Red	Silver	Plum	Burgundy				

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$



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FURNISHINGS-TABLES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



DRAPED TABLE

2' W X (4', 6', OR 8' L) X 30" H



DRAPED COUNTER

2' W X (4', 6', OR 8' L) X 40" H



DRAPED PEDESTAL

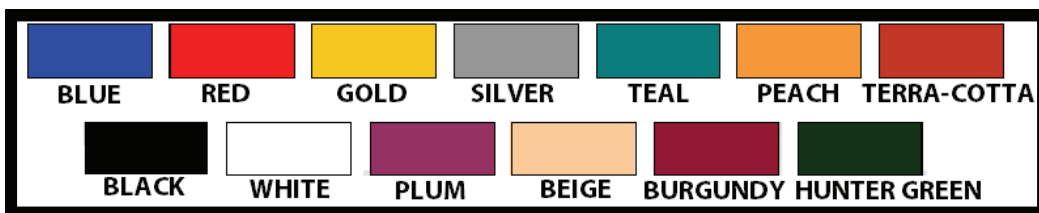
2' W X 2' L X 30" H



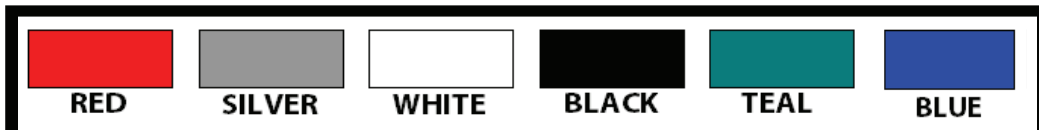
DRAPED PEDESTAL

2' W X 2' L X 40" H

DRAPE COLORS



SPANDEX COLORS



SPANDEX HIGHBOY

30" D X 40" H



UNDRAPED TABLE/COUNTER

2' W X (4', 6', OR 8' L) X 30" H OR 40" H



36" ROUND BLACK/WHITE

CONFERENCE TABLE/COUNTER

36" D x 30" or 40" H



40" ROUND GREY

CONFERENCE TABLE/COUNTER

40" D x 30" or 40" H



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



PADDED SIDE CHAIR
SPECKLED GREY/BLACK



PADDED ARM CHAIR
SPECKLED GREY/BLACK



MOLDED PLASTIC CHAIR
GREY



UPHOLSTERED BAR STOOL
SPECKLED GREY/BLACK



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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**ACCORDION
LITERATURE STAND**
5' HIGH WITH
6 POCKETS



**GLASS
SHOW CASE**
38" H X 48" W X 18" D



**POSTER BOARD
(HORIZONTAL
OR VERTICAL)**
4' X 8'



**WHITEBOARD
(VERTICAL)**
36"W X 48"H
+ FRAME



**IPAD STAND WITH
ADJUSTABLE
POLE (28" - 44")
BASE 18" X 14"**



ALUMINUM EASEL
64" H X 32" W X 32" L



**T CHROME
BAG RACK**
50" H X 15" W X 12" L



**WATERFALL
BAG RACK**
50" H X 15" W X 12" L



**FLAT LITERATURE
STAND
WITH 6 POCKETS**
55" H X 14" W X 9" L



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Note: Due to limited quantities on many items, a comparable product may be substituted.
Please contact **CSS** for quantity availabilities.

UPGRADE CHAIRS

Quantity	Description	Dimensions	Color (please circle)	Price
	Jetson Chair	15" x 15" w/ adjustable seat	White Black	158
	Leather Office Chair w/ Mesh Back	34.7"H x 22.75"W x 24"D	Black Only	131
	Leather Steno Chair w/ Wheels	44"H x 26"W x 27"D	Black Only	158
	Modern Chair	33.5"H x 21"W x 19.5"D	White Only	131
	Soda Fountain Barstool	30"H x 17"W x 17"D	Red Black	131
	Swivel Barstools w/ Curved Back	32.5"H x 22.5"W x 18"D	White Black	184

UPGRADE TABLES

	24" Bistro Table	42"H x 24"W x 24"D	White Black	210
	31" Glass Table	29"H x 31.5"W x 31.5"D		236
	Glass and Chrome End Table	15"H x 23"W x 23"D		158
	Glass and Chrome Coffee Table	15.8"H x 39.4"W x 19.7"D		184
	Rectangular Conference Table	30"H x 36"W x 60"D		840
	Triangle Glass Top Table	35"H x 35"W x 35"D		236

UPGRADE SEATING

	Barrel Chair	29"H x 28"W x 29"D	Black Only	289
	Leather Loveseat	34"H x 58"W x 36"D	Black Only	315
	Leather Sofa	34"H x 80"W x 36"D	Black Only	368
	Chrome Leather Accent Chairs	30.5"H x 30.5"W x 27.5"D	White Black	368
	Chrome Leather Chair	32"H x 36"W x 33"D	White Only	476
	Chrome Leather Love Seat	32"H x 59"W x 33"D	White Only	604
	Chrome Leather Sofa	32"H x 81"W x 33"D	White Only	761
	Futon Lounger	32"H x 71"W x 34"D	Vanilla Only	446

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$



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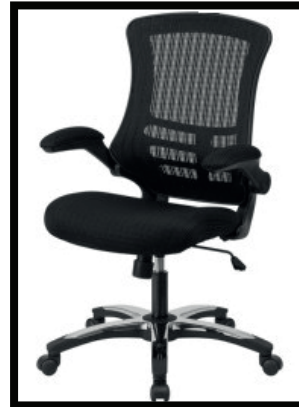
UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**LEATHER OFFICE CHAIR
WITH MESH BACK**

34.75" H x 22.75" W x 24"D



**STENO CHAIR, LEATHER
WITH WHEELS**

36-40" H x 27" W x 27"D



**SODA FOUNTAIN
BARSTOOL**

30" H x 17" W x 17" D

**(Available w/ black
or red seat)**



**SWIVEL BARSTOOLS
WITH
CURVED BACK**

32.5" H x 22.5" W x 18" D

**(Available in
black and white)**



24" BISTRO TABLE 42" H x 24" D with adjustable seat

Shown with Jetson Chairs 15"x15" (adjustable seat rented separately)



**(Available
in black
or white)**



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



RECTANGULAR CONFERENCE TABLE

30" H x 36" W x 60" D



TRIANGLE GLASS TOP TABLE

35" H x 35" W x 35" D



GLASS END TABLE (Available in chrome or black)

15" H x 23" W x 23" D



31" ROUND GLASS TOP TABLE

29" H x 31.5" D



GLASS COFFEE TABLE (Available in chrome or black)

15.8" H x 39.4" W x 19.7" D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

BLACK LEATHER SEATING



SOFA

32" H X 80" W X 33" D



LOVE SEAT

32" H X 59" W X 33" D



BARREL CHAIR

29" H X 28" W X 29" D

WHITE AND CHROME LEATHER SEATING



CHAIR

32" H X 36" W X 33" D



LOVE SEAT

32" H X 59" W X 33" D



SOFA

32" H X 81" W X 33" D



VANILLA FUTON LOUNGER

32" H X 71" W X 34" D



AVAILABLE IN
WHITE OR BLACK



CHROME LEATHER ACCENT CHAIRS

30.5" H X 30.5" W X 27.5" D



1921 Bellamah NW
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f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	158	205
	10' x 20' carpet	274	356
	10' x 30' carpet	411	513
	10' x 40' carpet	548	685

STANDARD CARPET COLOR *(please circle color choice)*

Blue Red Grey Teal Hunter Green Black Burgundy Plum

SPECIAL CUT STANDARD CARPET

Special sizes are available at **\$3.62** per square foot in any dimensions. (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.) Price includes cutting, laying, and taping from seams and edges.

Carpet Size _____ x _____ = _____ square feet x \$3.62 = \$ _____ TOTAL

Visqueen is available at **\$0.57** per square foot installed

_____ x _____ = _____ square feet x \$0.57 = \$ _____ TOTAL

Carpet Padding is available at **\$0.93** per square foot installed (100 sq. ft. min)

_____ x _____ = _____ square feet x \$0.93 = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$

For color samples please visit <http://www.cssabq.com/exhibitors/exhibitor-services>.



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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

*****ORDERS PLACED AFTER THE ABOVE DEADLINE DATE, PLEASE CALL FOR AVAILABILITY*****

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 30 oz. plush, heavy-cut polyester pile carpet

Carpet Size _____ x _____ = _____ square feet x \$4.77 = \$ _____ TOTAL

PRESTIGE CARPET COLOR (please circle color choice)

White	Sword	Dusty Trail	Real Red	Castle Grey	Silver Cloud	Coal Black
Darkest Denim	Swirling Fog	Steel Beam	Charcoal	Polo		Meditation

Visqueen is available at **\$0.57** per square foot installed

_____ x _____ = _____ square feet x \$0.57 = \$ _____ TOTAL

Carpet Padding is available at **\$0.93** per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x \$0.93 = \$ _____ TOTAL

****NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL****

Carpet Samples are available upon request – please fill out the mailing information below.

Mail Photo to: _____
Attention: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$



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Prestige Carpet Color Selector

CONVENTION SERVICES OF THE SOUTHWEST, INC.



White



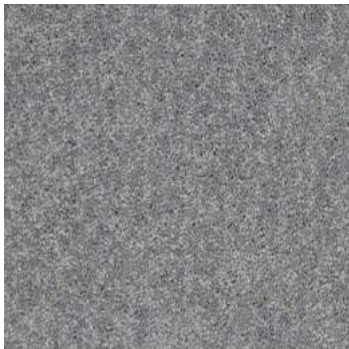
Sword



Dusty Trail



Real Red



Castle Grey



Silver Cloud



Coal Black



Darkest Denim



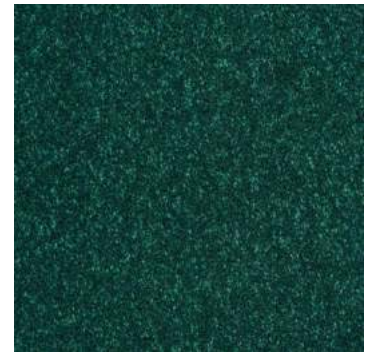
Swirling Fog



Steel Beam



Charcoal



Polo



Meditation



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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

Charges for Rental Unit include delivery to your space, installation of unit only and removal at close of show. **Unit #3007 includes one 8' draped table.** Units #3001-3006 and #3010-3025 include **Standard Carpet, and Daily Cleaning.** Electrical outlets are not included with rental of any Display Unit. All units are 8' high with 1-meter panels unless otherwise indicated.

RENTAL DISPLAY UNITS

Quantity	Description	Advance Price	Standard Price
	Basic #3000	1050	1260
	10'x10' #3010	1350	1620
	10'x10' #3001 (3 spotlights, 1 shelf)	2550	3060
	10'x10' #3002 (3 spotlights, 1 shelf, 1-1 meter counter)	2850	3420
	10'x10' #3002A (3 spotlights, 1 shelf, 1 - 1/4 round counter)	3050	3660
	10'x10' #3011 (2 spotlights, 1 - 1 meter curved counter)	3050	3660
	10'x10' #3012 (2 spotlights, 2 - 1/2 meter pedestals)	3200	3840
	10'x10' #3013 (3 spotlights, curved end back counter)	3400	4080
	10'x10' #3014 (1 spotlight, 1 - 1/4 round counter)	3600	4320
	10'x20' #3003 (6 spotlights)	3750	4500
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	4000	4800
	10'x20' #3020 (5 spotlights)	4300	5160
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	4500	5400
	10'x20' #3021 (6 spotlights, 1 - 2 meter radius counter)	4500	5400
	10'x20' #3022 (6 spotlights, curved header, 1 - 2 meter counter)	4600	5520
	10'x20' #3023 (6 spotlights, 1 - 2 meter counter w/ curved ends)	4600	5520
	10'x20' #3024 (6 spotlights, 4 curved shelves, 1 - 1/2 round counter)	4700	5640
	10'x20' #3025 (7 spotlights, 3 - 1.5 meter curved counters)	4850	5820
	10'x10' Office #3006	2844	3412
	Table Top Display #3007	559	671
	Custom Display Units	Contact for Quote	

Header Copy Options (please select choice):

- ☐ **Custom Graphics** with logo can be provided at no additional cost. (Please contact for further instructions.)
☐ **Standard Header: Black Block Lettering** (indicate header text in box below)

Panel Type (please circle choice): Grey Velcro Black Velcro Blue Velcro White Hard Wall

Custom Graphics panels are available at an additional cost (see Sign/Graphics Order form)

Select Table Drape Color (Unit #3007 only, circle color choice):

Blue Red Gold Silver Black White Beige Plum Teal Peach Terra-Cotta Burgundy Hunter Green

Carpet Color (Units #3001- #3006 and #3010 - #3025 only, circle color choice):

Blue Red Teal Grey Plum Black Hunter Green Burgundy

ACCESSORIES

	White Pedestal (36"H x 20 1/2"W x 20 1/2"D)	250	300
	1 Meter Counter, white cabinet (36"H x 20 1/2"D w/sliding door)	450	540
	1/4 Round Counter, white (36"H w/ curved back, no door)	500	600
	1 Meter Curved Counter w/ sliding door, white (36"H w/ sliding door)	500	600
	1.5 Meter Curved Counter, white (36"H w/ sliding door)	550	660
	2 Meter Counter, white cabinet (36"H x 20 1/2"D w/sliding door)	600	720
	1/2 Round Counter (36"H w/ curved back, no door)	650	780
	2 Meter Radius Counter, white (36"H w/ curved back, no door)	650	780
	Vertical Glass Display	441	529
	Display Spotlights	58	70
	Straight Shelves with brackets	58	70
	Angle Shelves with brackets	58	70
	Side Rails, 80"L x 36"H to match display	239	287
	Clear Literature Holders, 1 pocket 8 1/2" x 11"	17	20

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$



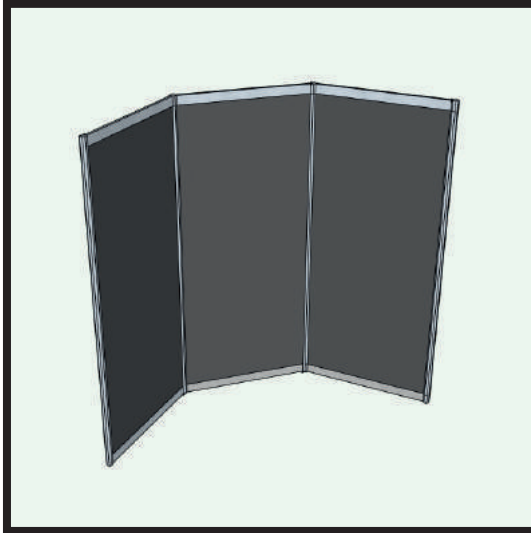
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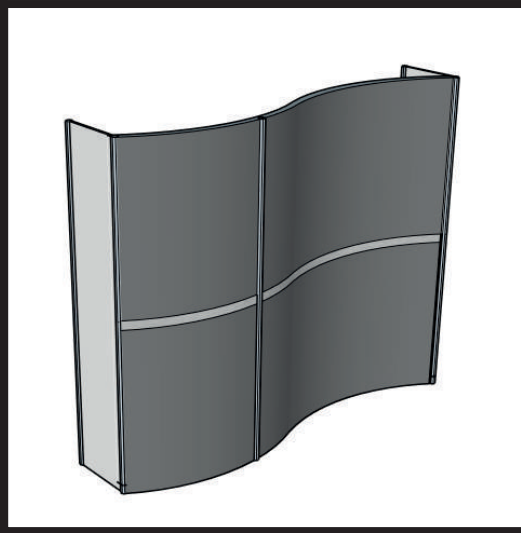
RENTAL DISPLAY UNITS

10X10

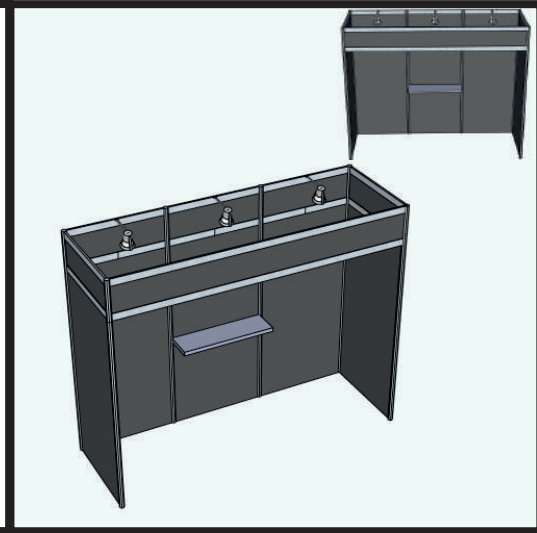
CONVENTION SERVICES OF THE SOUTHWEST, INC.



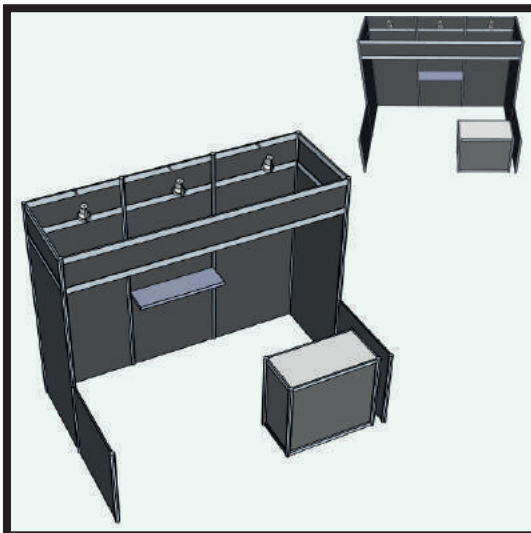
BASIC #3000



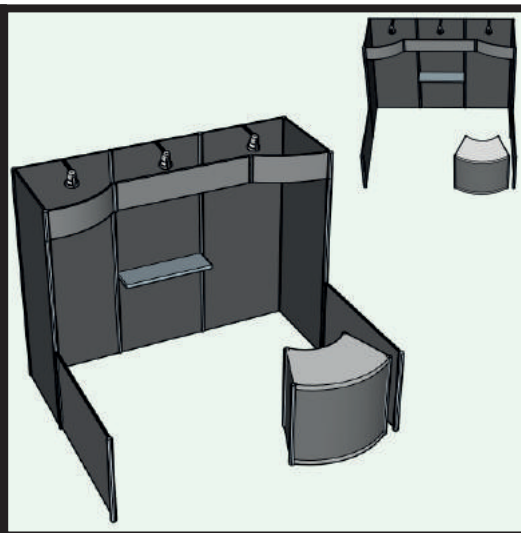
10'x10' #3010



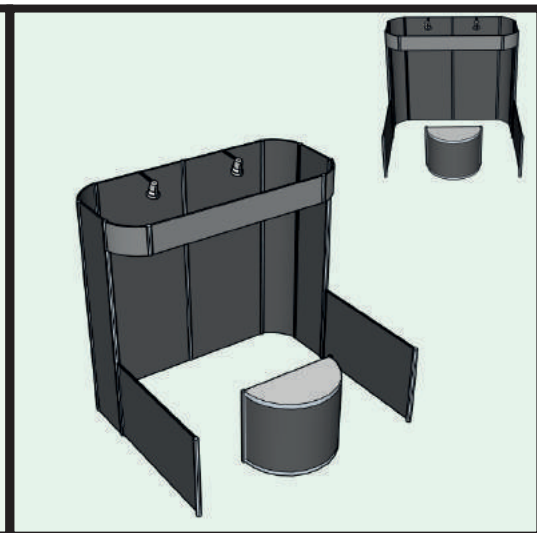
10'x10' #3001



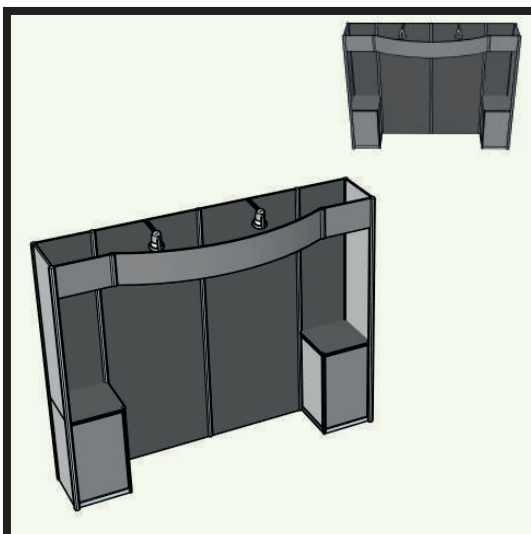
10'x10' #3002



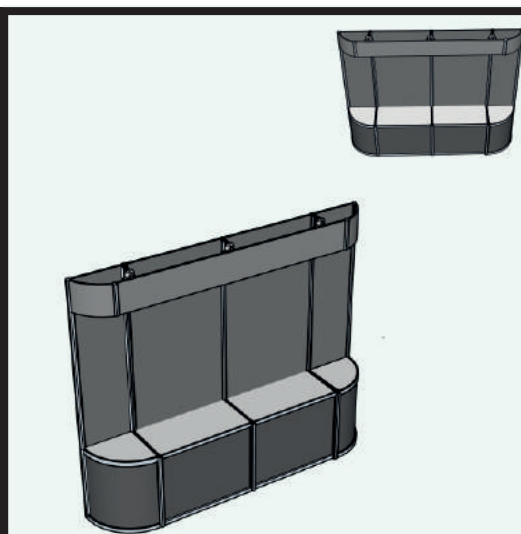
10'x10' #3002A



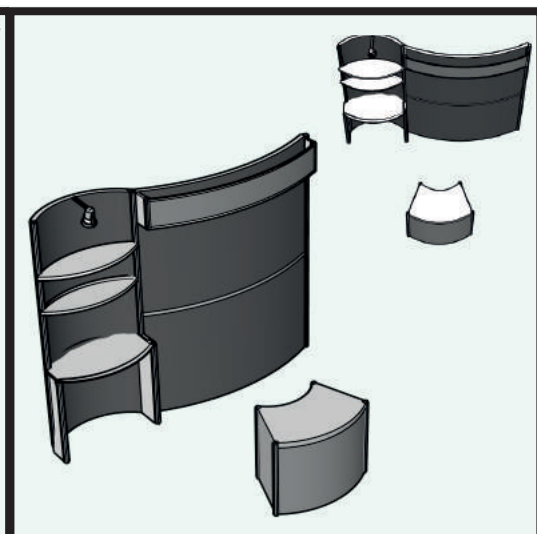
10'x10' #3011



10'x10' #3012



10'x10' #3013



10'x10' #3014



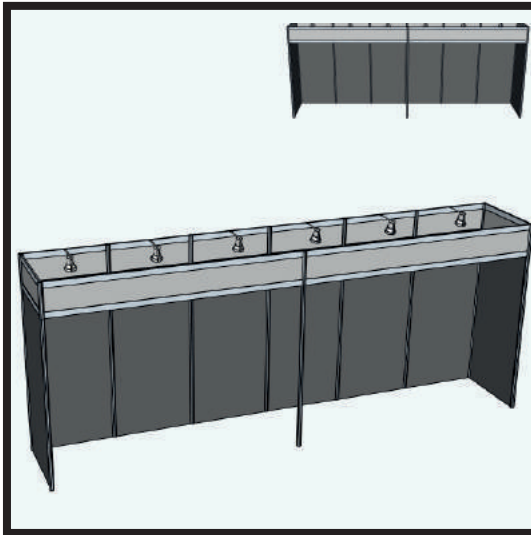
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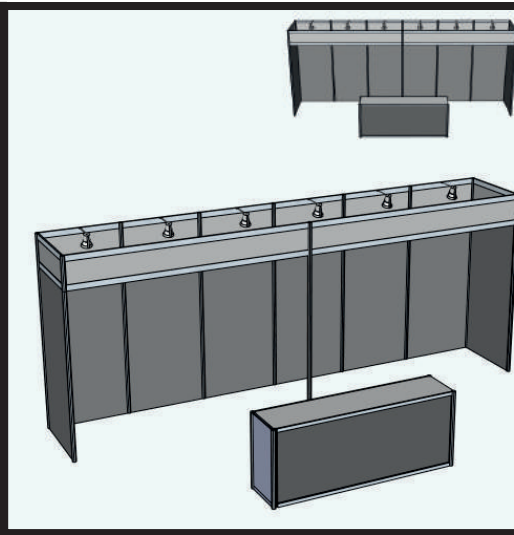
RENTAL DISPLAY UNITS

10X20

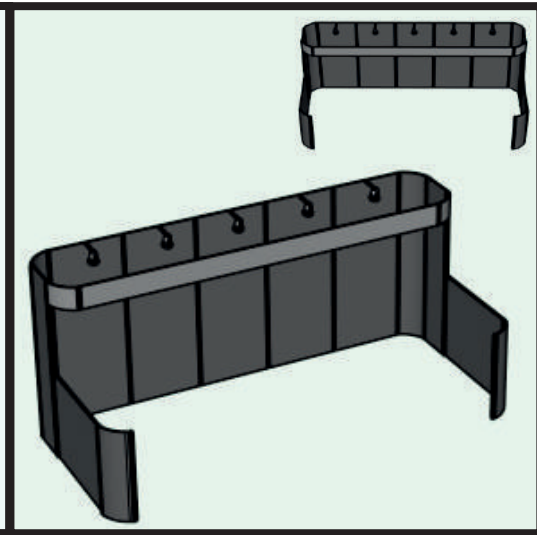
CONVENTION SERVICES OF THE SOUTHWEST, INC.



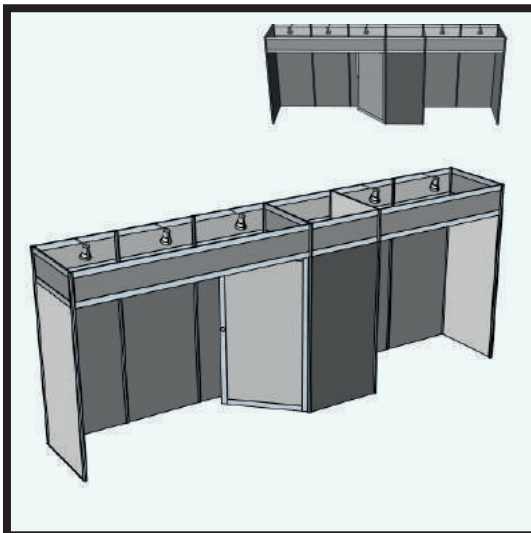
10'x20' #3003



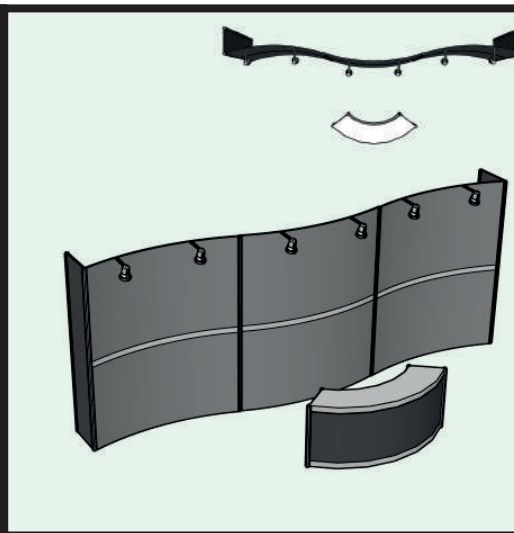
10'x20' #3004



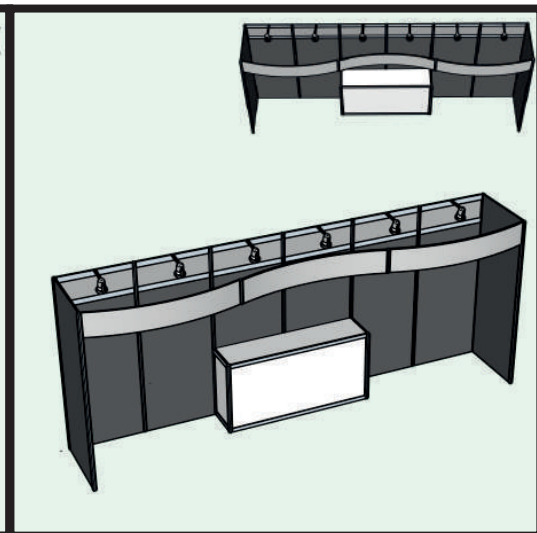
10'x20' #3020



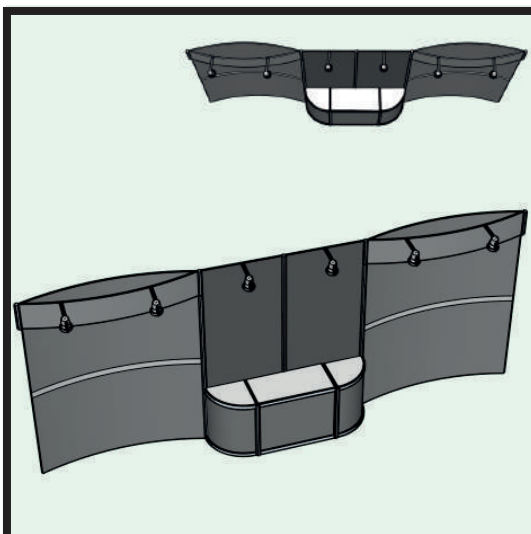
10'x20' #3005



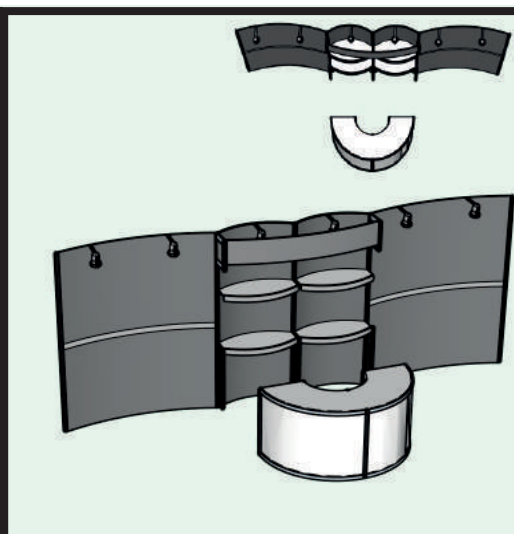
10'x20' #3021



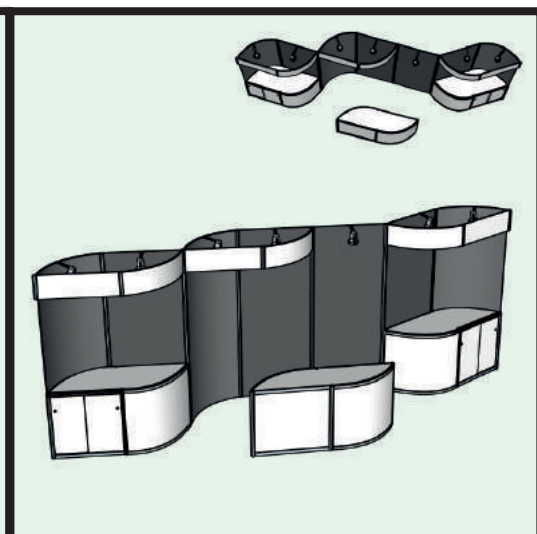
10'x20' #3022



10'x20' # 3023



10'x20' #3024



10'x20' #3025

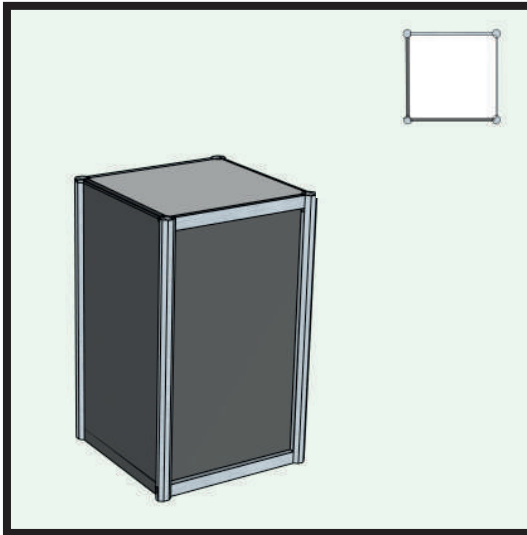


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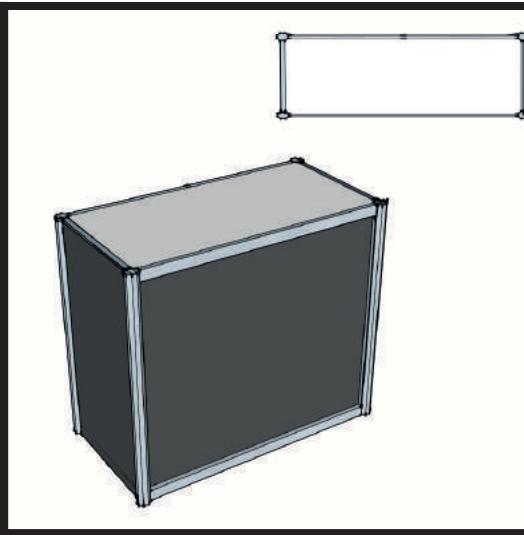
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RENTAL DISPLAY UNITS COUNTERS

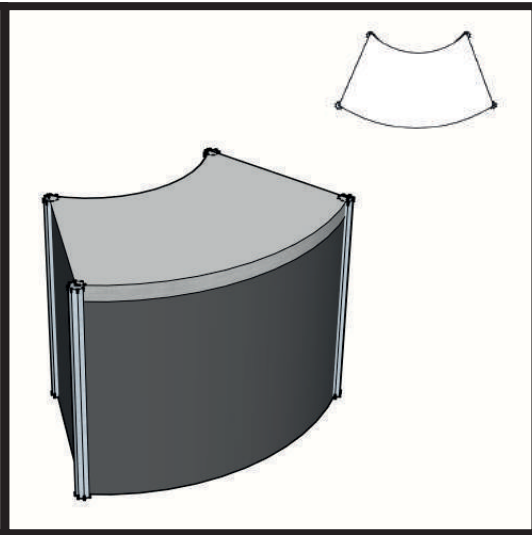
CONVENTION SERVICES OF THE SOUTHWEST, INC.



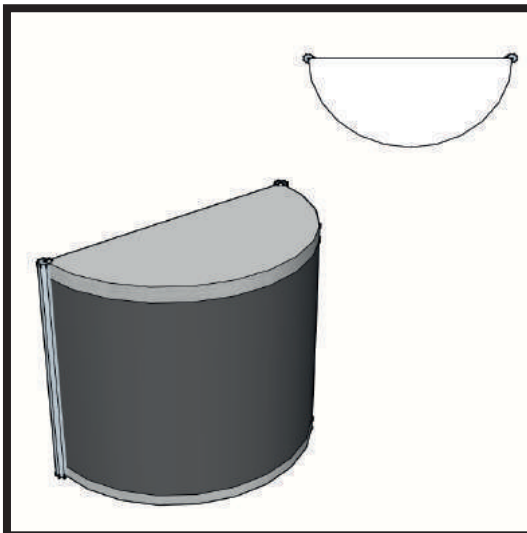
WHITE PEDESTAL



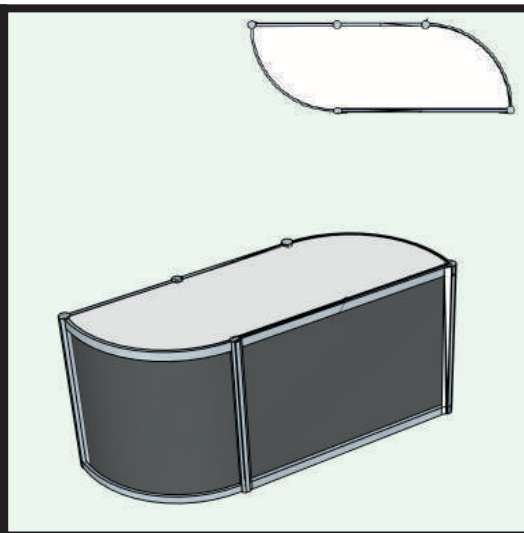
1 METER COUNTER



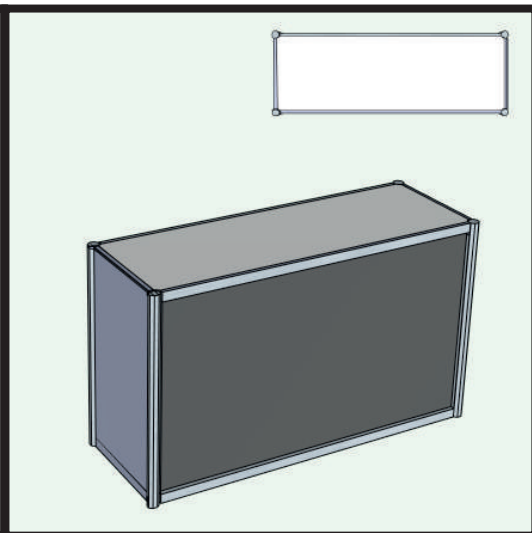
1/4 ROUND COUNTER



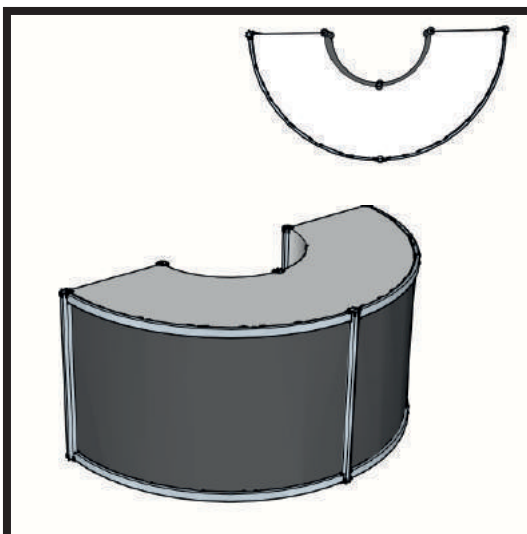
1 METER CURVED COUNTER



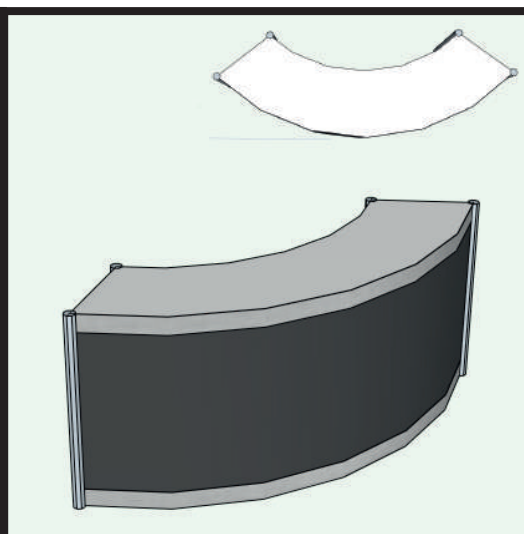
1.5 METER COUNTER WITH CURVES



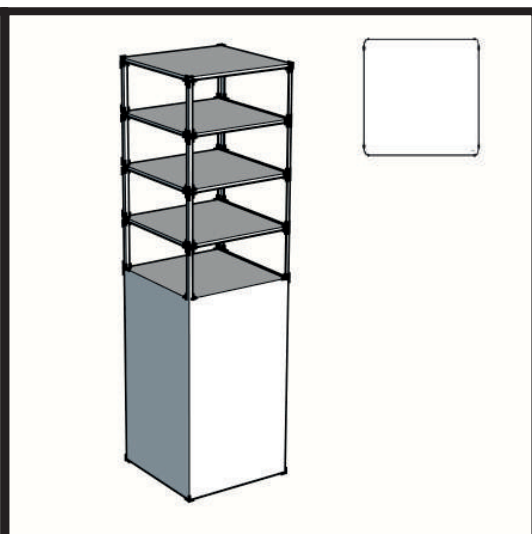
2 METER COUNTER



1/2 ROUND COUNTER



2 METER RADIUS COUNTER



VERTICAL GLASS DISPLAY



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**.

Orders placed after the Advance Payment Deadline - add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)

\$95 per person/per hour

Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

\$135 per person/per hour

Sundays and Holidays

\$165 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)

\$184 per hour

Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)

\$224 per hour

Sundays and Holidays

\$254 per hour

****Exhibitor must contract all forklift operation with the official service contractor.****

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

PLAN A - EXHIBITOR SUPERVISION

☐

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00AM. If labor is not picked up or canceled without 24-hour's notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company

PLAN B – CSS SUPERVISION

☐

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50.00 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

	Labor Type	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION						
DISMANTLE						

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$ -----
TOTAL	\$



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EXHIBITOR APPOINTED CONTACTOR (EAC)
Submission Deadline for Notification & Certificate of Insurance: **Monday, September 3, 2018**

CONVENTION SERVICES OF THE SOUTHWEST. INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE, AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Monday, September 3, 2018**.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by **Monday, September 3, 2018**. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (*Show aisles and public space are not part of the booth area.*)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS:	
CONTACT, TELEPHONE # & FAX:	

The EAC must notify **CSS** of the names of all exhibiting companies for whom they have orders and the names of all employees working for them on the show floor. All EACs must provide insurance certificates to **CSS** and Show Management of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS.**

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE: ZIP:	PHONE:
EMAIL:	FAX:

AISES 2018



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
 - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
 - “Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *(*This estimate will be binding on both parties and no adjustments will be made after the show closes.)*
- ❖ **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS**. *(Please refer to the **Material Handling Rate Sheet**.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

- Storing your booth, equipment, and materials in our warehouse for up to 30 days in advance of the show. *(Advance shipments only)*
- Delivering materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from **CSS** Service Center).

MATERIAL HANDLING DOES NOT INCLUDE:

- Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the **Labor Order Form** enclosed in the Exhibitor Service Kit.
- Scheduling any carrier for pick-up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to **CSS** warehouse at exhibitor expense. Please refer to **Material Handling Rate Sheet** for re-route times.



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

CSS' liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event **CSS'** maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

Claims for loss or damage that are not submitted to **CSS** within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to **CSS** by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

To expedite removal of materials from the show site, **CSS** shall have the authority to change designated carriers, if such carriers do not pick-up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK-UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.

CSS will not be responsible for:

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft, or disappearance of Exhibitor's material after it has been delivered to the exhibit booth.
- Loss, theft, or disappearance of Exhibitor's material prior to materials being picked up from exhibit booths for reloading after close of the show. **CSS** will check all bills of lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond **CSS** control.

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.



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MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING Monday – Friday 7:00AM – 3:00PM Monday, September 3 – Monday, October 1, 2018 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # AISES 2018 c/o CSS YRC Oklahoma City – 531 8000 SW 15 th Street Oklahoma City, OK 73128	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Thursday, October 4, 2018 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS AISES 2018 Cox Convention Center Exhibit Hall 1 Myriad Gardens Oklahoma City, OK 73102	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

Our preferred freight carrier is: CSS Logistics (505) 243-9889

****Freight will be re-routed from show floor on Friday, October 5, 2018 @ 9:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 95 per cwt = \$ 475

ADVANCE FREIGHT RATES: (includes crates, skidded, and carton materials)

\$ 95 per cwt. **\$ 190** minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ **\$ 95** per cwt = \$ _____

DIRECT FREIGHT RATES: (includes crates, skidded, and carton materials)

\$ 92 per cwt. **\$ 184** minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ **\$ 92** per cwt = \$ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

"Late Shipments" and **"Off Target"** freight will be charged an **additional \$17 per cwt.** (200 lb. minimum applies)

"Small Package" or shipments weighing less than 30lbs. will be charged a **\$40 material handling fee.**

Banding and Shrink Wrap will be charged at **\$53** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$44 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$ _____
Tax Exempt	\$ -----
TOTAL	\$ _____

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2018

c/o CSS

YRC Oklahoma City - 531
8000 SW 15th Street
Oklahoma City, OK 73128

Warehouse Hours: M-F 7AM-3PM

MUST ARRIVE BY: Mon, Oct. 1, 2018

RUSH



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2018

c/o CSS

YRC Oklahoma City - 531
8000 SW 15th Street
Oklahoma City, OK 73128

Warehouse Hours: M-F 8AM-4PM

MUST ARRIVE BY: Mon, Oct. 1, 2018

RUSH

DIRECT SHIPPING LABELS



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2018

c/o CSS

Cox Convention Center
Exhibit Hall
1 Myriad Gardens
Oklahoma City, OK 73102

Must NOT arrive before 10/4/18
DIRECT Shipments Received:
Thur, Oct 3, 2018 - 7:00AM - 11:00AM

RUSH



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2018

c/o CSS

Cox Convention Center
Exhibit Hall
1 Myriad Gardens
Oklahoma City, OK 73102

Must NOT arrive before 10/4/18
DIRECT Shipments Received:
Thur, Oct 3, 2018 - 7:00AM - 11:00AM

RUSH



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

SHIPPING INFORMATION (IMPORTANT: If your freight is forwarding to another show, be sure to include the show name and your booth number):

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE# _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT Please specify your choice by checking the following:

- ☐ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.
(Must complete/include CSS Logistics forms.)
- ☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)
- ☐ Common Carrier _____
- ☐ Van Line _____
- ☐ Air Freight _____

NUMBER OF DESIRED SHIPPING LABELS: _____ (Fed Ex and UPS shipping labels are not available)

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature is on the BOL prior to shipping out.
- Shipments without paperwork turned in will either be returned to our warehouse, or shipped through CSS Logistics at Exhibitor's expense.

KEEP IT SIMPLE

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs



Ground
Air
Domestic/Canada

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you



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KEEP IT SIMPLE
5% Show Discount on Freight
(over show special weight of 140lbs)

L O G I S T I C S

CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: AISES 2018
Cox Convention Center
Oklahoma City, Oklahoma
October 4-6, 2018

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file. If you ship round trip there is an additional 5% discounted off the total.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees.

SHOW SPECIAL

\$285.00 *each way*

Only applies to total shipping weight of up to 140lbs

Does not include Material Handling

Please contact CSS for Material Handling requirements at esr@cssabq.com

You pack-n-wrap

We provide labels and shipping documents

Ordering couldn't be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you) and credit card authorization, fax or email back, and we'll do the rest!

Show Special Shipping is 2-5 Day Ground Deferred Transit Time depending on location.

Thank you for your business!



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ORDER FORM

SHIP TO ADVANCE WAREHOUSE

L O G I S T I C S

SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **AISES 2018**

Booth #:

FREIGHT IS ACCEPTED FROM: Monday, September 3 – Monday, October 1, 2018

Company:

Contact Name and Phone #

Pick Up Address:

City:

State:

Zip:

Pick Up Date and TIME

Exhibitor:

Adv Whse Contact: Lorie Wrobel

Phone: 505-243-9889

c/o **CSS**

YRC Oklahoma City - 531

Address: 8000 SW 15th Street

City: Oklahoma City

State: OK

Zip: 73128

SHIP BY GROUND (Circle One)

Standard Ground – ships in 2-5 days

Time Critical – ships 1-2 days faster than standard

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

No Dock Available Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions

CREDIT CARD AUTHORIZATION

All Freight charges are paid IN FULL at time of weight verification (approximately 24 hours after picking up) For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
CSSL@cssabq.com

ORDER FORM

SHIP DIRECT TO TRADESHOW

L O G I S T I C S

SHIP DIRECT TO TRADESHOW (SHOW SITE)

Show Name: **AISES 2018**

Booth #

FREIGHT IS ONLY ACCEPTED FROM: Monday, September 3 – Monday, October 1, 2018

Company:

Contact Name and Phone #

Pick Up Address:

City:

State:

Zip:

Pick Up Date and TIME

Exhibitor:

C/O CSS

Phone: 505-243-9889

Facility: Cox Convention Center

Address: 1 Myriad Gdns

City: Oklahoma City

State: OK

Zip: 73102

SHIP BY GROUND (Circle One)

Standard Ground – ships in 2-5 days

Time Critical – ships 1-2 days faster than standard

SHIP BY AIR (Circle Service Desired)

Overnight (Circle One): First AM AM PM

2nd Day Air (Circle One): AM Standard Delivery

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery Y / N

Lift Gate Required Y / N

High Rise Office Y / N

Limited Access Y / N

Remote Pick Up/Delivery Y / N

Hazardous Materials Y / N

Food Y / N

Poison Y / N

If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

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☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

Expiration Date:

CIV Code:

Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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ORDER FORM RETURN FROM SHOW

LOGISTICS

COMPLETE WHEN ORDERING OUTBOUND SERVICES (SHIPPING BACK FROM A SHOW)

Show Name: **AISES 2018**

Booth #

Exhibiting Company:

Facility: Cox Convention Center

Pick Up Address: 1 Myriad Gdns

City: Oklahoma City

State: OK

Zip: 73102

Ship TO (Consignee):

Contact Name and Phone #:

Address:

City:

State:

Zip:

COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:

If YES, is it shipping to (circle one): ADVANCE WHSE or DIRECT

Delivery date: Not before _____ Not after _____

Exhibiting Company:

Show Name:

Booth #:

C/O:

Phone #:

Address:

City:

State:

Zip:

SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX

Home Pick Up/Delivery **Y / N**

Lift Gate Required **Y / N**

High Rise Office **Y / N**

Limited Access **Y / N**

Remote Pick Up/Delivery **Y / N**

Hazardous Materials **Y / N**

Food **Y / N**

Poison **Y / N**

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions			Est Weight
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	
	Carton / Fiber / Crate / Skid		L	W	H	

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CREDIT CARD AUTHORIZATION

All Freight charges are paid IN FULL at time of weight verification (approximately 24 hours after picking up) For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

Visa (begins w/4)

☐

MasterCard (begins w/5)

☐

American Express (begins w/3)

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

CIV Code:

--	--	--	--

Billing Zip Code:

--	--	--	--	--	--

Name on card / Signature

EMAIL (REQUIRED)

Date



UNIFORM BILL OF LADING TERMS AND CONDITIONS

L O G I S T I C S

Sec 1

- (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:
- (b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results; when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec 2

Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

Every party, whether principal or agent, who shops explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

- (a) If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec 9

- (a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.



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DAMAGE/LOSS LIMITATIONS

LOGISTICS

IMPORTANT INFORMATION ON LIMITS OF LIABILITY

FREIGHT DAMAGE OR LOSS

TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman's limits of liability which are typically between \$.30 – \$1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery.

CSS' liability in Albuquerque, New Mexico is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS' maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

Initials_____ (must be initialed and returned with order forms)



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.45 per sq. ft. (One Day)
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.41 per sq. ft. (Daily)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$1.30 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

Please bring any discrepancies regarding these services to our attention prior to show close.

CSS is unable to adjust invoices after the close of the show.

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$



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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST. INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	78	101	
	Floral Arrangement 18"H x 12"W	110	143	
	Custom Designed Arrangement Color: _____ Height: _____ Width: _____	Contact for Quote		
	Potted Flowers (please circle choice) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	69	90	
	Mums (select color) White Yellow Purple Rust	53	68	
	Small Ferns	53	68	
	Large Ferns	85	111	
	3 – 4 foot green plants	85	111	
	5 – 6 foot green plants	121	157	
	7 – 8 foot green plants	151	197	
		Delivery Charge		20
PLEASE READ PAYMENT POLICY		SUBTOTAL	\$	
		Tax (8.625%)	\$	
		TOTAL	\$	

Plants remain the property of the subcontractor for **CSS**. There will be an **additional charge** for plants **not in the booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of the florist.

Rental price includes decorative container, top dressing, and professional maintenance. ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2018	Advance Payment Deadline: Thursday, September 13, 2018	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Fill out section below. Include copy & rough layouts on a separate piece of paper and mail or fax to us. Please circle orientation of signage.

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		16	19	
	7" x 44"	Vertical Horizontal		36	43	
	11" x 14"	Vertical Horizontal		42	50	
	14" x 22"	Vertical Horizontal		55	66	
	22" x 28"	Vertical Horizontal		74	88	
	24" x 36"	Vertical Horizontal		100	120	
	28" x 44"	Vertical Horizontal		140	168	
	Meter Board (1 meter x 8')	Vertical (unframed)		315	378	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (8.625%)	\$
TOTAL	\$

Orders placed within 48 hours of show start date will be charged at 150% of the standard price and may be subject to additional delivery or handling charges.

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.

If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

Guidelines for Submitting Artwork:

Artwork should be submitted through the FTP website (please contact us for detailed instructions or via e-mail in a zip folder (limited to 10 MB per email). In order for us to use a graphic file it must be saved in one of the following file formats:

VECTOR FILES: .AI, .EPS (Please change fonts to outline or include font types.)

RASTER FILES: .PSD, .TIF, .EPS, .JPG

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at 1/2 size. Lower resolution files will have a negative result on the image quality.

When submitting files, please include the following: Sign/Graphics Order Form, email address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and firefighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his/her authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kW when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one (1)-day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank's capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m.) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing

cooking and/or warming devices.

7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 1/4 teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than 1/4 teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one (1)-quart capacity and having a controlled pouring device that limits the flow to one (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of eight (8) inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No exhibition or show will be permitted to open without the approval of the Fire Marshal or his/her authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.



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SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.





ELECTRICAL SERVICE ORDER FORM



PAYMENT FORM MUST ACCOMPANY THIS ORDER

Deadline In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

Terms and Conditions

- ADVANCE ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All exhibitors are required to check in at the Service Desk at the time of move in before service can be turned on.
- A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Cox Convention Center employee make connections or disconnections.
- Electrical service will be provided to the booth in a location and manner that is safest and most convenient.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- All floor orders or changes must be made at the Service Desk. Convention Center staff are not permitted to take orders directly from exhibitors.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state and local safety codes.
- All furnished materials and equipment remains the property of the Cox Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately to the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- No credit will be issued for outlets installed but not used.

Labor Labor is based on a rate of \$45 per hour. A minimum of half hour labor charge is included in the prices for all 208, 1 phase and 3 phase. Please note: All equipment must be outfitted with a fusible switch. Materials not included.

120 Volt Single Phase Service Please note: Only one outlet is provided per order. Exhibitor must provide multi-plug strips or extension cords.

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	20 AMPS (up to 2000 watts)	59.00	66.00	_____
_____	Blown Fuses		3.00 Minimum	_____

Overloaded Circuits will be required to upgrade to the next amperage and will be charge a blown fuse fee plus the difference in the upgrade fee.

208 Volt Single Phase Service (1 outlet)

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	20 AMPS	95.50	103.50	_____
_____	30 AMPS	125.50	135.50	_____
_____	40 AMPS	157.50	166.50	_____
_____	50 AMPS	188.50	197.50	_____

208 Volt Three Phase Service (1 outlet)

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	20 AMPS	107.50	118.50	_____
_____	30 AMPS	151.50	162.50	_____
_____	40 AMPS	195.50	206.50	_____
_____	50 AMPS	238.50	250.50	_____

Please note: Rates are guaranteed through December 31, 2018.

Special Requirements For connections other than those listed, prior arrangements must be made with the Electrical Supervisor by calling the Cox Convention Center at (405) 602-8500. If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in space below. List device, amperage, volts and phase.

1. _____
2. _____

Comments _____

Show name: _____

Date: _____

Company name: _____

Booth #: _____

Authorized by: _____

Phone#: _____



INTERNET SERVICE REQUEST FORM



PAYMENT FORM MUST ACCOMPANY THIS ORDER

Internet Access

- 1 3Mbps - 25Mbps Access
Burstable to 100Mbps
- 2 Fiber-optic Based-
Reliability and quality
- 3 Tier 1 Internet Access-
Most direct route to Internet
- 4 Constant Connection-
No dial-up busy signals
- 5 Installation-
Quick and easy

Make Your Tradeshow Sizzle!

Our high-speed fiber-optic based Internet service provided by Cox Business Services can make your tradeshow presentations sizzle with pictures, sound and streaming video across the Internet. Real time access to your files and information means rapid lead responses, lead tracking and information for exhibitors and attendees.

Static IP Addresses

One dynamic (DHCP) IP address provided for each connect. Additional IP addresses and static IP addresses are available at an additional charge.

CAT5 10baseT/RJ45 Connection

Industry standard connection to computer NIC cards.

Deadline In order to receive advance rates, orders must be received with payment a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All material and equipment furnished by the Cox Convention Center shall remain the property of the Cox Convention Center.
- Credit will not be given for service installed and not used.
- Payment in full must be rendered prior to installation.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- The internet is a shared environment and as such actual speed will vary.
- The Cox Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.
- Wireless networks are strictly forbidden within the Cox Convention Center without prior written approval from SMG.

Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Standard Internet	200.00	300.00	_____
_____	Wireless Internet	100.00	100.00	_____
_____	Additional IP Addresses		100.00	_____
_____	Dry line hook-up (Floor Connection/Vendor other than Cox)		200.00	_____

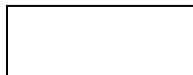
Please note: Rates are guaranteed through December 31, 2018.

Labor Labor is based on a rate of \$45 per hour and billed in half hour increments. Services are provided in the most convenient manner for the Convention Center technicians. Special placement, connections, and/or changes after the initial installation and orders requested in non-service areas are subject to additional labor and/or material charges.

Connection Placement

In the space provided, please place an "X" to indicate where you would like the connection to be placed in the booth.

Back of Booth



Front Aisle

Show name: _____

Date: _____

Company name: _____

Booth #: _____

Authorized by: _____

Phone#: _____



PAYMENT FORM



THIS FORM MUST ACCOMPANY ALL ORDERS

- Payment in full must be submitted with order prior to deadline in order to receive discounted rates.
- All orders received without payment, after deadline or on-site will be charged standard rates.

Order Summary

Please list totals from appropriate order forms.

Electrical Service _____

Telephone Service _____

Internet Service _____

Other _____

GRAND TOTAL \$ _____

Payment Method

☐ **CHECK:** Please make check for full amount payable to 'SMG.' Checks must be drawn on a U.S. funds account.

☐ **CREDIT CARD:** For your convenience this form will be accepted as authorization for the order listed above as well as any additional costs incurred on-site as a result of orders placed at the Service Desk by your representative(s). These charges may include charges incurred by the Cox Convention Center on behalf of the exhibitor, including but not limited to shipping charges. Please provide complete credit card information below.

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS Expiration Date: _____

Account Number: _____ Security Code: _____

Cardholders Name: Print _____

Sign _____

Billing Address: _____

City/State/Zip: _____

Show name: _____ Date: _____

Company name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Ordered by: _____ Phone#: _____

Please submit along with payment and order forms to:

Cox Convention Center
One Myriad Gardens
Oklahoma City, OK 73102
Phone # (405) 602-8500 Fax # (405) 602-5147
Email: dkusnerik@coxconventioncenter.com

Thank you for choosing SAVOR...Catering in Oklahoma City

We look forward to having you as our guest

Important Contact Information

Assistant Director of Premium Services

Tracey Leird

tleird@coxconventioncenter.com

405.602.8608 (office)

405.761.7730 (mobile)

Catering Coordinator

Myka Burton

mburton@coxconventioncenter.com

405.568.0354 (mobile)

Website information

www.coxconventioncenter.com

www.chesapeakearena.com

Ordering Protocol

- Orders are for the exhibit hall only.
- No alcohol is permitted for this show per AISES Code of Conduct.
- Orders may be placed via email or by telephone.
- All orders must be placed a minimum (7) business days prior to the event
- A credit card authorization form will be provided for payment

** Please note that no Food or Beverage of any kind may be brought into the Cox Convention Center by event organizers, guests or their invitees. Only Caterers who have provided the appropriate credentials and insurance verification to the Food & Beverage Director are authorized to cater in the Cox Convention Center. Clients wishing to use an "Authorized Caterer" will be charged an additional 20% of their invoice by the Food & Beverage Department. In the event of any violations of this policy, SAVOR...OKC reserves the right to assess a charge for such violations to exclusivity. **

SAVOR...CATERING
OKLAHOMA CITY

S

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AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME ☐ AM ☐ PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME ☐ AM ☐ PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Renaissance Oklahoma City Convention Center Hotel and Spa, 10 N. Broadway Ave., Oklahoma City, OK 73102
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: jscarritt@psav.com

MONITORS

	QTY.	
■ 22" Multi sync monitor —table stand only	_____	\$115
■ 32" LCD monitor —table stand only	_____	\$185
■ 46" LCD monitor	_____	\$355
□ Dual-post stand □ Table stand		
■ 60" LCD monitor	_____	\$450
□ Dual-post stand □ Table stand		
■ 70" LCD monitor	Please contact PSAV for quote	
□ Dual-post stand □ Table stand		

MONITOR ACCESSORIES

	QTY.	
■ DVD player	_____	\$75
■ Blu-ray player/recorder	_____	\$75

PROJECTION

	QTY.	
■ LCD projector package: screen, projector & all cabling	_____	\$495
■ 42"- 54" Rolling cart with black skirt	_____	\$35
■ Tripod screen	_____	\$70
□ 6' □ 8'		





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



AUDIO EQUIPMENT

QTY.

■ Computer speakers _____ \$35

INTERNET

QTY.

■ Wired internet connection _____ \$135

■ Wireless internet connection _____ \$20

■ Dedicated bandwidth Please contact PSAV for quote

CUSTOM ITEMS

QTY.

■ _____ \$

■ _____ \$

■ _____ \$

■ _____ \$

■ _____ \$

POWER

QTY.

■ Power cord & strip – 10 AMP _____ \$60

■ Power cord & strip – 20 AMP _____ \$105

■ Custom power available Please contact PSAV for quote

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

John Scarritt

Director, Event Technology - PSAV®

Renaissance Oklahoma City Convention Center Hotel and Spa
10 N. Broadway Ave., Oklahoma City, OK 73102

■ office: 405.228.8000 ext 3270 ■ email: jscarritt@psav.com





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

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OCTOBER 4 - 6, 2018

OKLAHOMA CITY, OK



217 General Patton Ave.
Mandeville, LA 70471

AISES 2018

2018 AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY NATIONAL CONFERENCE
OKLAHOMA CITY CONVENTION CENTER

How are you capturing and following up with all of the leads at your booth?



On every attendee's badge there is a QR code that will serve as their electronic business card.

This QR code contains each attendee's full contact information.

ATS Lead Retrieval is the perfect tool to capture, collect and manage all of your leads efficiently.

Option One: Mobile Plus™

SCANNING A BADGE

- Hold the unit 4-6 inches away from attendee's badge.
- Push scanning button, red rectangular light will appear.
- Listen for beep and then view attendee info on screen!

FEATURES

- Tap MENU button on bottom of screen.
- Tap in lead to take notes/qualify by selecting button(s).
- Under USERS tab, you can "PICK A WINNER" to select winner from scanned leads.
- Offers optional Custom Survey feature, programmed by ATS staff pre-show.

RETRIEVE LEADS

- Leads will be accessible in real time on Expometrics portal.
- Login to online Expometrics portal will be given prior to the event so you can customize your unit and access leads throughout the event.



Option Two: LeadsPlus™ App



Compatible with iOS 7/higher and OS 4.0/higher

SET UP

- Using your own device (iPad, iPhone, and/or Droid Phone), down load the LeadsPlus App
- Select ADD SHOW, then Select Scan to capture QR code **Can also enter code manually*
- Activation Code(s) emailed pre-show. One (1) license per device.

SCANNING LEADS

- Click into event, select SCAN. Lead information will appear.
- Add notes & qualifiers to lead by selecting on screen.
- Return to LEADS page to scan another.
- Simply select a name to view/edit lead.

ADMIN FUNCTIONS

On Main app screen, select ADMIN (i icon). You can...

- View Stats of Leads: Numbers, leads synced online, etc.
- Customize/Fetch Qualifiers
- Can even export leads directly from device.



217 General Patton Ave.
Mandeville, LA 70471

2018 AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY NATIONAL CONFERENCE OKLAHOMA CITY CONVENTION CENTER

AISES 2018

Lead Retrieval Order Form

Discount Deadline: FRIDAY, AUGUST 31, 2018

CHOOSE YOUR UNIT(S)



Mobile Plus™

- Wireless Handheld Unit
- Large Color Touch Screen Display
- Real-Time Online Lead Management
- Allows Personalized Note Taking
- Extended Life Battery
- Paperless, Green Option
- Custom Qualifiers Included - \$55 savings!

\$359.00

(Before 8/31/2018)

\$409.00

(Show Rate)

(# of Units)

OPTIONAL SERVICES



Z Printer Plus™

(Discount) (Show Rate)

\$75.00 **\$95.00**

Custom Survey **\$60.00** **\$80.00**

* Price per unit ordered



iPad® Mini Plus™

NO NETWORK CONNECTION NECESSARY

- ATS iPad Mini enabled with LeadsPlus App
- Scan Barcode to Capture Lead
- Standard / Custom Qualifiers & Note Taking Capabilities Included
- Real-Time Online Lead Management
- *Uploads Leads Automatically when (devices) have internet connectivity

\$449.00

(Before 8/31/2018)

\$499.00

(Show Rate)

(# of Units)



LeadsPlus™ App

NO NETWORK CONNECTION NECESSARY

- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- Real-Time Online Lead Management
- *Uploads Leads Automatically with internet connectivity

\$359.00

(First License)



OR

\$99.00

(Additional License)



(# of Units)

APP BUNDLE OPTIONS

3 Pack Bundle ☐ **\$499.00**

6 Pack Bundle ☐ **\$799.00**

10 Pack Bundle ☐ **\$999.00**

Sub-Total=

NEED ASSISTANCE SETTING UP?

Delivery & Setup

OPTIONAL *Applies to ATS hardware only, not app

\$65.00

(Before 8/31/2018)

\$85.00

(Show Rate)



ADD IT UP

Total Due (in US funds)

= \$

COMPANY _____ BOOTH NO. _____

EMAIL _____

ALTERNATE EMAIL _____

*These emails will be sent login credentials to access leads

ADDRESS _____ CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____ PHONE NO. _____

ONSITE CONTACT _____ ONSITE CELL PHONE _____

Click HERE to Order Online.

Questions? Please call:

985-809-0600, ext. #777

ORDERING OPTIONS

OR Visit Us at:

www.american-tradeshow.com

Username: **AISES2018**

Password: **1418**

Email Orders to:

orders@american-tradeshow.com

Fax: **985-809-1888**

Mail Checks to:

ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471



217 General Patton Ave.
Mandeville, LA 70471

2018 AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY NATIONAL CONFERENCE
OKLAHOMA CITY CONVENTION CENTER

AISES 2018

Payment Authorization Form

***A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.**

COMPANY _____

ORDER CONTACT _____

EMAIL _____

PHONE NUMBER _____

Choose Payment Method:



To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.



To Pay By Company Check

(Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.



To Pay By Wire Transfer

(Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.



Credit Card Details *Required For All Orders

☐

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☐

Use As Security
Deposit Only

☐

Cardholder Name: _____

☐

Expiration Date: _____ / _____ Security Code: _____

Cardholder Signature: _____



Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

Click HERE to Order Online.

OR Visit us at:

www.american-tradeshow.com

Username: **AISES2018**

Password: **1418**

EMAIL ORDERS TO:

orders@american-tradeshow.com

FAX:

985-809-1888

SEND CHECKS TO:

American Tradeshow Services

ATTN: Exhibitor Services

217 General Patton Avenue

Mandeville, LA 70471

QUESTIONS?

Call 985-809-0600, ext. #777